



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

GOVERNMENT OF NCT OF DELHI

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. F.DTU/Rectt./Ministerial/2023/F-941/2639

Dated:11.01.2024

Advt. No. 01/2024

Recruitment to the Posts of Deputy Registrar, Assistant Registrar, Section Officer, Senior Office Assistant and Office Assistant on deputation basis

Delhi Technological University is a non-affiliating, teaching-cum-research University committed to foster excellence in education, research, technology incubation, product innovation, outreach and extension activities in Engineering, Management, and Applied Sciences. The University invites applications from talented individuals to fill up the following posts:

S. No	Nomenclature of Post	Pay Band & Grade Pay	Number of Posts*	Mode of Recruitment
1.	Deputy Registrar (DR)	PB-III, (Rs. 15600-39100) Grade Pay Rs. 7600/- (6 th CPC), Level -12 with rationalized entry pay of Rs. 78800/- as per 7 th CPC pay matrix.	01	Deputation
2.	Assistant Registrar (AR)	PB-III (Rs.15600-39100) with Grade Pay of Rs.5400/- (6 th CPC), Level-10, entry pay of Rs. 56100/- as per 7 th CPC pay matrix	03	Deputation
3.	Section Officer (SO)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4800/- (6 th CPC), Level-8, entry pay of Rs.47600/- as per 7 th CPC pay matrix	02	Deputation
4.	Senior Office Assistant (SOA)	PB-II (Rs.9300-34800) with Grade Pay of Rs.4200/- (6 th CPC), Level-6, entry pay of Rs.35400/- as per 7 th CPC pay matrix	04	Deputation
5.	Office Assistant (OA)	PB-I (Rs.5200-20200) with Grade Pay of Rs.2400/- (6 th CPC), Level-4, entry pay of Rs.25500/- as per 7 th CPC pay matrix	17	Deputation

*The number of vacancies is indicative and may be increased or decreased as per the requirement of the University.

For details regarding educational qualification, experience, requisite fees, etc. required for the above-mentioned posts, please visit the University website www.dtu.ac.in.

The last date for submission of online application forms is 26.02.2024 till 05.00 p.m. and for submission of printout of online application forms along with required documents etc. shall be **04.03.2024 till 05.00 p.m.** The link for online application will be available on University website i.e. www.dtu.ac.in from **16.01.2024 onwards.**

Registrar

Eligibility Conditions:

Deputy Registrar (DR)

1.	Educational and other qualification required for Direct/Deputation	<p>Essential:</p> <p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 07 (seven) point scale; along with</p> <ol style="list-style-type: none">Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, ORComparable experience in research establishment and/or other institutions of higher education, ORFive years of administrative experience as Assistant Registrar or in an equivalent post. <p>The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>
2.	Age limit for Deputation	56 Years
3.	Age of Superannuation	60 Years

Assistant Registrar (AR)

1.	Educational and other qualification required for Deputation	<p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the following qualification: -</p> <p>Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along-with a good academic record as laid down by UGC.</p> <p style="text-align: center;">OR</p> <p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4800/- (6th CPC)/Level-8, Entry Pay Rs.47600/- (7th CPC) and having regular service of five (05) years in the grade.</p> <p>The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Section Officer (SO)

1.	Educational and other qualification required for Deputation	<p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the following qualification: -</p> <p>Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6th CPC)/Level-6, Entry Pay Rs.35400/- (7th CPC) in a Central/State Government/ University/ R&D Institution/ Autonomous Body/ Public Sector Undertaking</p> <p style="text-align: center;">OR</p> <p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-2, Rs.9300-34800 Grade Pay Rs.4200/- (6th CPC)/Level-6, Entry Pay Rs.35400/- (7th CPC) and having regular service of five (05) years in the grade.</p> <p>The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Senior Office Assistant (SOA)

1.	Educational and other qualification required for Deputation	<p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification: -</p> <p>Bachelor's degree from a recognized University or equivalent with at-least five years of relevant experience in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/- (7th CPC) in a Central/State Government/University/ R&D Institution/ Autonomous Body/Public Sector Undertaking.</p> <p style="text-align: center;">OR</p> <p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-1, Rs.5200-20,200 Grade Pay Rs.2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/- (7th CPC) and having regular service of five (05) years in the grade.</p> <p>The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>
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2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

Office Assistant (OA)

1.	Educational and other qualification required for Deputation	<p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking holding the analogous post and possessing the qualification: - 12th Class or equivalent qualification from a recognized Board or University with at-least five years of relevant experience in PB-1, Rs.5200-20,200 Grade Pay Rs.1900/- (6th CPC)/Level-4, Entry Pay Rs.19900/-(7th CPC) in a Central/State Government/University/ R&D Institution/ Autonomous Body/Public Sector Undertaking.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree from a recognized university or equivalent</p> <p style="text-align: center;">OR</p> <p>Officials working in the Central/State Government/University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking in PB-1, Rs.5200-20,200 Grade Pay Rs.1900/- (6th CPC)/Level-2, Entry Pay Rs.19900/- (7th CPC) and having regular service of five (05) years in the grade.</p> <p>The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>
2.	Age limit for Deputation	The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
3.	Age of Superannuation	60 Years

How to Apply: -

1. All the candidates are required to fill up the **online application form** by the stipulated date and time i.e. on or before 26.02.2024 till 05.00 p.m.
2. All the candidates are also required to send printout of their **duly filled in and signed online application form** along with the desired/relevant documents to the Office of the **Recruitment Branch, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 04.03.2024 till 05.00 p.m.** (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The link for online application will be available on University website i.e. www.dtu.ac.in from 16.01.2024 onwards.
3. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, and Experience etc.
4. There shall be no application fee in case of deputation.

Mode of Selection for deputation posts: -

1. The selection of the candidates for deputation posts will be made through Interview.
2. **The selected candidates under deputation posts will not be considered for absorption in future.**

General Instructions

- i. The candidate must be a citizen of India.
- ii. Employment of the University shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the University from time to time.
- iii. There shall be no application fee in case of deputation.
- iv. Applications should be submitted online on University website www.dtu.ac.in before the last date for inviting such applications. All columns must be filled in the online application form. No column should be left blank, instead it should be marked 'NA' wherever not applicable.
- v. Initial period of deputation will be one year which may be extended further depending upon the performance of candidate and in consultation with the borrowing department as per rules. The person appointed on deputation will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- vi. The persons in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- vii. The applicants for deputation post are advised to bring the attested copies of ACRs/APARs for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer at the time of interview.
- viii. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- ix. The candidates applying for more than one post should submit separate application form for each post.
- x. Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.
- xi. No enquiry in person or in writing for recruitment shall be entertained.
- xii. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, and Experience etc.
- xiii. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10-point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below: -
“Percentage of Marks = 10 x CGPA”
- xiv. The University reserves the right to fill or not to fill all the posts advertised and no correspondence whatever will be entertained from the candidates regarding postal delays, delay in conduct and result of interview and reason for not being called for interview.

- xv. The Educational qualifications, age, experience and other conditions of eligibility as stipulated against the post shall be determined as on the closing date of receipt of applications.
- xvi. Incomplete/unsigned application/application without photograph/ application not in prescribed proforma/non submission of printout of online application form (hard copy) along with necessary documents, and those received after closing date shall be summarily rejected.
- xvii. No TA/DA for appearing in the interview will be paid to the candidate.
- xviii. If the qualification possessed by the candidate is equivalent to a required degree, then the authority (with number and date) under which it has been so treated must be indicated and its copy should also be attached.
- xix. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xx. In case of any query, candidate may enquire at email id registrar@dtu.ac.in or recruitment@dtu.ac.in.
- xxi. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over NCT of Delhi.

All the candidates are also required to send printout of **duly filled in and signed online application form** along with the desired/relevant documents to the Office of the **Recruitment Cell, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 latest by 04.03.2024 till 05.00 p.m.** (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications), failing which the candidature may not be considered. Candidates are advised to keep visiting the University website i.e. www.dtu.ac.in from time to time for further updates/notifications.

Registrar